

AN ORDINANCE approving the awarding of Reference #0063 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and SAUL'S CLEANING for for the Fort Wayne Park Department.

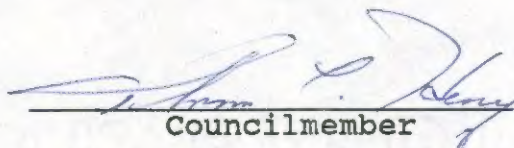
NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #0063 between the City of Fort Wayne, by and through its Department of Purchasing and SAUL'S CLEANING for the Fort Wayne Park Department, respectfully for:


the cleaning of Lawton and Northside Park office areas;

involving a total cost of Sixteen Thousand Two Hundred Eighty and 04/100 Dollars (\$16,280.04), all as more particularly set forth in said Reference #0063 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.


Councilmember

APPROVED AS TO FORM
AND LEGALITY


J. Timothy McCaulay, City Attorney

REF. NO.:	0063
DEPT.:	PARK DEPT
DATE:	7/17/90
ITEM/SERV.:	CLEAN OFFICES

PURCHASING INFORMATION

ADVERTISED BID:

DATES ADVERTISED:

OPENING DATE:

WRITTEN QUOTE:	YES
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DUE DATE:	6/13/90
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VERBAL QUOTE:

SINGLE SOURCE:

NO. OF VENDORS NOTIFIED:	8
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NO. OF VENDORS RECEIVING BID:	8
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NO. OF VENDORS RETURNING BID:	5
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NO. OF VENDORS DISQUALIFIED:	0
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NO. OF VENDORS NOT RESPONDING:	3
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DATE SENT TO DEPT FOR RECOMM.:	6/13/90
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DATE RECOMMENDATION REC'D IN PURCH:	7/17/90
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COUNCIL INFORMATION	DATES SENT	EXTENSION DATES
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DATE INFO SENT TO LAW DEPT.:	7/17/90
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INTRODUCTION DATE:	7/24/90
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DISCUSSION DATE:	8/7/90
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PASSAGE DATE:	8/14/90
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ORDINANCE NO.:

REFERENCE NO. 0063
PARK DEPARTMENT
OPKD0600

CLEANING OF PARK OFFICES AT 705 E STATE AND LAWTON PARK

VENDOR	QTY	MONTH / 1 YEAR	
ROYAL JANITORIAL	12	\$695.00	\$8,340.00
SAULS CLEANING	12	\$1,356.67	\$16,280.04
SUMMIT CLEANING	12	\$1,650.00	\$19,800.00
COMCARE SERVICES	12	\$1,950.00	\$23,400.00
FW WINDOW CLEANING	12	\$2,400.66	\$28,807.92

JOHN, PLEASE REVIEW AND RETURN YOUR RECOMMENDATION
IN WRITING TO ME. THANKS - PHYLLIS - PURCHASING

6/18/90

REQUEST FOR QUOTATION

City of Fort Wayne

DEPARTMENT OF PURCHASES

NUMBER ONE EAST MAIN STREET ROOM 350

FORT WAYNE, IN 46802

FAX 219-427-1393

PLEASE INDICATE THIS NUMBER
ON ALL CORRESPONDENCEQUOTE
NO. 0003

DATE OF REQUEST

05/30/90

☐ Quotations☒ Sealed
BidsWILL BE RECEIVED AT
THIS OFFICE UNTIL

06/13/90 - 1:00 P.M.

PAGE



TO

SAULS CLEANING
2924 S CALHOUN
FORT WAYNE IN 46807

The Contractor and his sub-contractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract.

REQUEST FOR QUOTATION THIS IS NOT AN ORDER

PLEASE QUOTE BELOW LOWEST PRICES, WHICH **MUST** INCLUDE ALL DELIVERY CHARGES (INCLUDING FREIGHT, PARCEL POST AND EXPRESS) UNLESS OTHERWISE SPECIFIED, FOR PURCHASING MERCHANDISE OR SERVICE DESCRIBED BELOW.

QUOTATIONS WILL BE OPENED IN ACCORDANCE TO RULES AND REGULATIONS ON THE REVERSE SIDE OF THIS SHEET. RESPECTFULLY,

Marie L. Berglein

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	LST	CLEANING OF PARK OFFICES AT 705 E STATE BLVD AND 1900 N CLINTON ST - AS PER THE ATTACHED SPECIFICATIONS.		
		PRICES TO BE HELD FIRM THRU TERM OF AGREEMENT.		
		TERM OF AGREEMENT: SEE # 8 ON THE SPECIFICATION SHEETS.		
		FOR ADDITIONAL INFORMATION CONTACT JOHN PRESENSKY AT (219) 427-1253.		
		THIS IS A SEALED QUOTATION - ENVELOPES WILL <u>NOT</u> BE OPENED UNTILL THE DATE AND TIME STATED ABOVE. WE WILL <u>NOT</u> ACCEPT <u>ANY</u> LATE OR FAXED QUOTATIONS.		
		ALWAYS RETURN THIS COPY OF THE QUOTATION TO THE CITY PURCHASING DEPARTMENT WHETHER OR NOT YOU ACCEPT/DECLINE TO QUOTE.		
		<p>32560 (2yr period)</p> <p>16,280 per yr.</p>		
		TOTAL PRICE	DELIVERY	F.O.B.

THIS IS ONLY AN INVITATION TO QUOTE AND NOT AN ORDER. THE ABOVE QUOTES ARE SUBMITTED IN ACCORDANCE WITH THE REGULATIONS ON THE REVERSE SIDE OF THIS SHEET.

SIGNATURE OF BIDDER:

John Paul, President

DATE:

6/11/90

VENDOR 4

Specifications for Cleaning of Parks and Recreation Offices located at 705 East State and 1900 North Clinton, Fort Wayne. Contractor will furnish all labor and material unless otherwise stated below.

203

- 1) SCOPE OF SERVICE: Offices will be cleaned daily, Monday through Friday, 1900 N. Clinton - after 3:30 p.m. - 705 East State - after 5:00 p.m.

2) SCOPE OF WORK:

Clinton 30
15
E. Clinton

A. Office, Halls & Stairways - CLASS A

- Daily:
- Vacuum all carpets.
 - Sweep all tile floors and spot mop any stained or muddy areas.
 - Spot clean carpet stains.
 - Spot clean smudges and hand prints on all glass doors.
 - Wipe clean counter tops.
 - Empty all trash containers.
 - Replace any burned out light bulbs.
 - Place needed repairs on work orders.

- Weekly:
- Remove articles from window ledges, wipe clean the ledge and replace articles.
 - Dust bookshelves.
 - Dust file cabinets.
 - Polish wood furniture.
 - Remove cobwebs

- Monthly:
- Dust window blinds.
 - Spot clean inside windows.
 - Spray and buff all tile floors.
 - Shampoo carpet - halls, doorways, reception areas, and other traffic patterns.

60 HRS Yfr

- Semi-Annual:
- Clean window inside and outside.
 - Wipe clean office furniture.
 - Vacuum upholstered furniture.
 - Clean light fixtures.
 - Clean air vents and registers.
 - Spot clean walls.

103 PFW

125531

- Annual:
- Strip and wax tile floors.
 - Shampoo the rest of carpet areas not done monthly.
 - Clean walls.

B. Restrooms - Class A

- Daily:
- Clean and disinfect all fixtures, stools, urinals, sink, counter tops and faucets.
 - Pick up all debris and paper and sweep floor.
 - Spot clean doors, walls and partitions.
 - Empty waste paper baskets.
 - Clean and refill soap and paper dispensers.
 - Clean any mirrors.
 - Replace burned out light bulbs.
 - Place needed repairs on work orders.

- Weekly:
- Sweep and mop floors with disinfectant.
 - Wipe clean window sills and ledges.

Monthly:

- Wash walls and partitions with disinfectant.
- Spray and buff tile floors.
- Spot clean inside windows.

Semi-Annual:

- Clean light fixtures and vents.
- Clean windows inside and outside.

3) INSURANCE: Submit copy of Certificate of Insurance for Public Liability, personal injury and property damage, also Worker's Compensation.

4) CLEANING SUPPLIES: Contractor will supply a list of all materials and equipment to be used. Park Department may approve, disapprove and recommend any products prior to the start of service.

5) CONTRACTOR'S RESPONSIBILITY:

- Submit any work orders on items for repair to the Park Department on a daily basis.
- Any problems found by the Park Department regarding the Contractor's quality of work will be corrected within 24 hours of notification by the Contractor, or upon an agreed set time by both parties.
- Contractor and their employees are to operate out of company owned vehicles which have clear identification of its name on both sides of the vehicle.
- Contractor is to supply all necessary equipment to perform the service.
- Contractor will be held responsible for satisfactory work in accord with the intent of the specifications.
- Contractor shall be held for any breakage, damage or loss incurred through the carelessness of any of its employees.
- Contractor must name a company representative to work directly with the Park Department representative.
- Contractor will be required to attend, with the Park Department, any inspections involving the Contractor's quality of work; at the Park Department's request.
- Contractor will be responsible for unlocking and locking doors, turning off and on building alarm systems and turning on night lights as designated by the Park Department.
- Contractor shall submit - have approved copies of a work check list that is to be used by their employees in performing work as specified.
- Contractor shall submit copies of their completed work inspection forms and also submit and maintain an accurate schedule of inspection time.
- Contractor shall submit and maintain an accurate schedule of when its employees will be performing the services. Park Department will approve schedule.

6) PARK DEPARTMENT'S RESPONSIBILITY:

- Provide all paper products, hand soap, light bulbs, work order forms, necessary keys and utilities.

- Review all work performed by the Contractor at least once a week. Any problems found will be reported to the Contractor within 24 hours through their named representative.

7) SPECIFICATION CHANGES:

- Park Department reserves the right to change specifications at anytime. At that time, the Parks Department and the Contractor may negotiate any price adjustments.

8) CONTRACT PERIOD:

- Contract is effective for two years beginning August 6, 1990. A thirty day written notice to terminate this agreement may be submitted by the Contractor or Park Department for any reason. This thirty day termination notice will be given by one party to the other. The agreement will automatically renew itself unless the thirty day notice has been given prior to the terms of this agreement.

9) PAYMENT:

- Contractor will submit an invoice by the fifth day of the month for the previous month's service. Payment will be within thirty days of receipt of invoice.

10) COST OF SERVICE:

- TOTAL:

\$ 32,560 (2 yr)

11) ALTERNATES:

- Contractor may submit alternate proposals for the owner to consider if they deem it may be to owner advantage to consider.

\$ 16280 per yr

1356.67 / month

Read the first time in full and on motion by Henry, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ M., E.S.T.

DATED: 7-24-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Talarico, seconded by Talarico, and duly adopted, placed on its passage. PASSED ~~lost~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>7</u>			<u>2</u>
BRADBURY	<u>✓</u>			
BURNS	<u>✓</u>			
EDMONDS	<u>✓</u>			
GIAQUINTA	<u>✓</u>			
HENRY				<u>✓</u>
LONG				<u>✓</u>
REDD	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 8-14-90

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. D-190-90 on the 14th day of August, 1990,

Sandra E. Kennedy ATTEST
SANDRA E. KENNEDY, CITY CLERK

SEAL
Charles S. Reed
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 16th day of August, 1990 at the hour of 11:30 o'clock PM M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 20th day of August, 1990, at the hour of 9:45 o'clock A M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 0063 for cleaning of offices for the Park Department. The cost reflects the next lowest and most responsive of five (5) vendors.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED: Royal Janitorial was low, but could not keep the prices he quoted per Mr. Noak of the Park Dept. The Purchasing Department contacted Mr. Kummer of Royal Janitorial to ask if he would respond in writing why he wished to withdraw his quote, Mr. Kummer would not respond until the Park Department paid outstanding invoices.

EFFECT OF PASSAGE: Clean Park offices at Lawton and Northside areas.

S-50-07-27

EFFECT OF NON-PASSAGE: Would have to hire additional people and pay more for services.

PRICE AGREEMENT: Yes

PURCHASE ORDER:

SOURCE OF FUNDING: Park Dept 121-121-P240-4365

PRIOR APPROVAL:
(IF APPLICABLE)

DATE:

BILL NO. S-90-07-27

REPORT OF THE COMMITTEE ON FINANCE

THOMAS C. HENRY, CHAIRMAN
DONALD J. SCHMIDT, VICE CHAIRMAN
BRADBURY, BURNS, GIAQUINTA

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) approving the awarding
of Reference #0063 by the City of Fort Wayne, Indiana, by and
through its Department of Purchasing and SAUL'S CLEANING for the
Fort Wayne Park Department

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

DATED: 8-14-90

Sandra E. Kennedy
City Clerk